

Wisteria Street MARKET



We are very happy to announce the return of **Wisteria Street Market**! We have mapped out space for vendors throughout the gym, multi-purpose rooms, and outdoor parking lot of the Mansfield Activities Center. We plan to have a silent auction, crafts, and food, again this year, with more in the works. Our highly visited venue and great location will contribute to making this a great event.

The **Wisteria Street Market** will be held at the Mansfield Activities Center at 106 S. Wisteria St., Mansfield, TX 76063 on Saturday, May 16, 2015 from 10am to 4pm. The public will be admitted free.

The **Wisteria Street Market** will be a juried vendor event. **Vendor Applications must be returned to the Mansfield Activities Center by Saturday, April 11th by 4pm in order to be considered for the Market.**

Submission of an application does not guarantee acceptance to the Market. Decisions of vendors will be made the following week and notification of acceptance will be given no later than Friday, April 17th.

We will have an ongoing silent auction during Wisteria Street Market. We ask that each vendor donate an item representative of their business with a value of no less than \$10. Money raised from the silent auction will go to benefit the Senior Citizens Scholarship Fund. The Scholarship Fund assists the senior citizens of Mansfield in participating in Senior Lifestyles activities and trips. Staff will collect items on Saturday before the Market opens.

Thank you for taking the time to consider the **Wisteria Street Market**. If you have any questions, please contact the Mansfield Activities Center, Monday through Friday from 9am to 9pm at 817-453-5420 or email mary.jones@mansfieldtexas.gov.

Sincerely,

Mary Jones

Mary Jones
Recreation Coordinator

Wisteria Street MARKET



Vendor Application

Saturday, May 16, 2015

10am - 4pm

Application Due Date:

April 11, 2015 by 4pm

Please type or write legibly.

Business Name: _____

Contact Name: _____

Address: _____

Main #: _____ H / W / C Alternate #: _____ H / W / C

Email: _____

Website: _____

Merchandise Category:

- | | |
|---|--|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Hobbies |
| <input type="checkbox"/> Food | <input type="checkbox"/> Home Décor |
| <input type="checkbox"/> Gifts | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Fine Art/Photography | <input type="checkbox"/> Health/Wellness |
| <input type="checkbox"/> Children | <input type="checkbox"/> Bath |
| <input type="checkbox"/> Other: _____ | |

Description of items being sold (please include a picture also):

Price Range of Merchandise: \$ _____

Booth Space and Equipment Requests*:

- | | | | |
|--|-------------|------------------------|----------|
| <input type="checkbox"/> Gym Booth | 10'w x 10'd | \$40 | \$ _____ |
| <input type="checkbox"/> Room Booth | 8'w x 6'd | \$35 | \$ _____ |
| <input type="checkbox"/> Outside Booth
(parking space) | 9'w x 18'd | \$30 | \$ _____ |
| <input type="checkbox"/> Electricity
(limited availability) | | \$10 | \$ _____ |
| <input type="checkbox"/> 6' Rectangular Table # _____ | | \$10 | \$ _____ |
| | | (limited availability) | |

Subtotal: \$ _____

- \$10 for more than 1 booth space \$ - _____

Total Due: \$ _____

*Quantities of booth space locations, electricity, and tables are limited. Booth spaces and equipment requests will be given on a first come first serve basis. You will be made aware if you are assigned different from your request. Each booth will receive 2 chairs.

Donation:

We will be holding a Silent Auction to benefit the Senior Citizens Scholarship Fund. The fund assists our senior citizens in participating in activities and trips. We are asking that each vendor donate an item with a value of no less than \$10.

What item(s) will you be donating?

What is the value of your donated item(s)? _____

Please have your donation ready in the morning for one of our staff to collect. We appreciate your generosity in helping us aid our senior citizens.

Payment:

Payment will be due upon acceptance to Wisteria Street Market. All vendors will be notified no later than Friday, April 17, 2015 of their acceptance or denial. Accepted vendors will have until Friday, April 25, 2015 to make payment in person or via phone.

For questions, feel free to give us a call at 817-453-5420.

Applicant Checklist*:

- ☐ Vendor Application
- ☐ Signed Vendor Agreement
- ☐ Photos of Merchandise

*Please ensure you are submitting all required items. Incomplete applications may not be considered.

The Wisteria Street Market is a juried event. Submission of a Vendor Application does NOT guarantee a booth space in the Market. Previous vendors will be given priority in submitting applications for Wisteria Street Market, but are not guaranteed a booth. **All Vendor Applications are due by April 11th at 4pm. Accepted vendors will be notified no later than April 17th.**

All Vendor Applications, and required information, may be submitted in one the following manners:

1. In person or by mail.

Mansfield Activities Center
Attn: Mary Jones
106 S. Wisteria St.
Mansfield, TX 76063

2. By email to mary.jones@mansfieldtexas.gov.

3. Via fax to 817-453-8516 (Attn: Mary Jones).

The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Agreement, (b) acknowledges its agreement to all the provisions of the Vendor Agreement, (c) understands that submission of Vendor Application does not guarantee a booth, (d) acknowledges there is no refund after acceptance to Wisteria Street Market and (e) agrees that, the undersigned Applicant, as a Vendor for Wisteria Street Market, Applicant's business name, website, information, likenesses, and images may be used in event-related publicity and materials.

Signature

Date

STAFF USE ONLY

Date & Time Received: _____

Received by: _____

☐ Approved ☐ Denied

Payment: \$ _____ Date: _____

☐ Cash ☐ Check ☐ Credit Card



Vendor Agreement

A. Wisteria Street Market Details

- a. Date: Saturday, May 16, 2015
- b. Location: Mansfield Activities Center (MAC)
106 S. Wisteria St.
Mansfield, TX 76063
- c. Hours:
 - i. Early Setup: Friday, May 15th from 6-9pm
 - ii. Setup: 8-9:30am
 - iii. Open to Public: 10am-4pm
 - iv. Breakdown: 4-5pm

B. General

- a. Wisteria Street Market is a juried vendor fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in the Market.
- b. Application Process: Each proposed vendor must submit a completed Vendor Application for the 2015 Spring Wisteria Street Market. All applications must be received no later than April 11, 2015 by 4pm.
- c. Wait List: A wait list will be established for Applicants after the capacity has been met. If an Applicant chooses to be placed on the wait list, the Applicant will be notified of their acceptance as a vendor in the Market, if a spot becomes available. Payment will be due at time of acceptance.
- d. Fees: All fees of accepted vendors will be due by April 24, 2015. Payment is NOT due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC).
- e. Cancellations: No refunds will be made to Vendors who cancel after they have been given their acceptance to Wisteria Street Market and have paid.
- f. Check-In & Parking: Stop by the check-in booth located inside the MAC upon arriving to collect your welcome packet and booth assignment. You may unload at the front or back entrance – whichever is closest to your booth. After you have finished unloading, we ask that you promptly move your vehicle to the lawn behind the MAC.
- g. Marketing: The MAC will be advertising Wisteria Street Market on the City of Mansfield's Facebook page, our spring brochure, and DFW Craft Shows. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- h. Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the MAC and the Wisteria Street Market harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The MAC does not guarantee sales at Wisteria Street Market.
- i. Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.
- j. Donations: Wisteria Street Market will be hosting a silent auction and we ask for each vendor to donate an item for

the silent auction. Proceeds from the silent auction will benefit the Senior Citizens Scholarship Fund. The Scholarship Fund assists Mansfield senior citizens in participating in activities and trips. Donated items will be collected the morning of the Market.

k. Vendor Activities and Operations:

- i. Each Vendor shall operate its business during the 2015 Spring Wisteria Street Market in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of the MAC and the City of Mansfield.
 - ii. Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of the Wisteria Street Market unless given specific permission by the Recreation Coordinator for the MAC. No Vendor will break-down before 4pm. Each Vendor must vacate the premises by 5pm.
 - iii. Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. The Wisteria Street Market staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
 - iv. Electrical outlets will only be available for a fee to Vendors who have requested them on their Vendor Application. Be aware that there are a limited number of electrical outlets. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis as noted on the Vendor Application and when it is received at the MAC.
 - v. Vendors shall be provided tables for a fee upon request on the Vendor Application. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available. Tables will be provided on a first come, first serve basis and when the Application is received at the MAC.
 - vi. Booth set-up time will be provided to Vendors beginning Friday, May 15 from 6-9pm and Saturday, May 16 beginning at 8am. All Vendors must be set up by 9:30am on Saturday, May 16.
 - vii. Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Wisteria Street Market and the MAC will not be able to make change.
- l. Bad Weather: Wisteria Street Market will go on rain or shine. In the case of bad weather, outdoor vendors will be moved to one of our indoor vendor rooms. No refunds will be issued due to bad weather.

I have read the rules and regulations of the Wisteria Street Market and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, the Mansfield Activities Center, and the Wisteria Street Market staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date